

**SAN PEDRO PROPERTY OWNERS ALLIANCE
BOARD OF DIRECTORS MEETING**

MEETING MINUTES

September 2, 2009

**Meeting Location: San Pedro City Hall
638 S. Beacon Street, Room # 452
San Pedro, CA 90731**

1. CALL TO ORDER – Eric Eisenberg, President 9:00 AM

The meeting was called to order by President Eisenberg at 9:05 AM.

2. INTERIM BOARD

Eric Eisenberg, President
Jayme Wilson, Vice President / Secretary
Alan Johnson, Treasurer
Anthony Bilas, Board Member
Lauren Cohen, Galaxy Commercial Holding, Board Member
David Mathewson, Port of Los Angeles, Board Member
Camilla Townsend, Chamber of Commerce, Board Member
B. Bennett Schirmer, Rainbow Services, Board Member
Robin Hinchliffe, Board Member

*In attendance: Board Members – Eisenberg, Wilson, Johnson, Cohen,
Mathewson, Schirmer, Townsend*

Excused absences – Bilas, Hinchcliffe

Staff – Duckworth

Guests – See Supplemental Sign-in Sheet

3. PUBLIC COMMENTS

This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on un-agendized subjects. It is the Board's policy that persons in the audience may address the Board in connection with any particular agenda item during the public comment period. As provided by the Brown Act, each individual's speaking time shall be limited to three minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the Chair prior to the start of the meeting.

A). Gary Larson asked for a copy of the BID budget. He was given a copy of the Financial Report as presented to the SPPOA through August 31, 2009, which has an "annual budget column, and invited to contact Interim Executive Director Duckworth with any questions or discuss it further. President Eisenberg offered further explanation as well.

Gary Larson also asked about the status of BID area planter maintenance and said that he felt more effort was needed in this area.

B). Paula Bills announced future Holiday Season decorations planned by the 6th Street business owners group.

C). Board Member Alan Johnson rose under Public Comments to say that he felt that the SPPOA's purchase of T3 Personal Mobility Vehicles was not handled properly. Compounding that impropriety, he felt at a loss for information because the Minutes of the July 1 Meeting were not available to him in an appropriate time frame to understand what happened at that meeting, which, as a Board Member he had a responsibility to do. The Board agreed that open communications are important and instructed the Interim Executive Director that in the future Board Meeting Minutes are to be completed and distributed to all Board Members within seven (7) days after the meeting.

4. APPROVAL OF MINUTES

After discussion, motion: Wilson; 2nd: Townsend. "The SPPOA Board of Directors approves the July 1 Meeting Minutes as presented." Approved 4-0-3 (Johnson, Cohen, Mathewson).

5. APPROVAL OF FINANCIAL REPORT

By consensus, the Board requested that Financial Reports not be presented until a complete accounting of all revenues and expenditures for the period was complete.

President Eisenberg ordered consideration of the referenced Financial Report continued to the next meeting.

6. CONSENT CALENDAR – No Items

7. OLD BUSINESS - None

8. NEW BUSINESS

- A. One-Year Agreement with San Pedro Chamber of Commerce to Provide Office Space, Website, Bi-monthly Newsletter, and Administrative & Support Services.

Action: Approve Agreement at an annual cost NTE \$43,800.

President Eisenberg ordered consideration of this item continued to the next meeting to allow him an opportunity to meet with representatives of

the City Clerk's Office.

- B. Proposed Job Description for Historic Waterfront District Director of Operations Position.

Action: Approve Job Description.

After discussion, motion: Wilson; 2nd: Johnson. "The SPPOA Board of Directors approves the proposed PBID Manager Job Description as presented with the deletion of the last sentence in the Job Summary paragraph." Approved 6-0-1 (Schirmer).

- C. Formation of an Ad Hoc Selection Committee Consisting of Four (4) or Less SPPOA Board Members for the Director of Operations Position.

Action: Approve Committee.

After discussion, motion Townsend; 2nd Mathewson, "The SPPOA Board designates this Committee as the "Ad Hoc PBID Manager Recruitment Committee" and that its members are: Eisenberg, Wilson, Johnson, and Schirmer." Unanimously approved.

- D. Report by Board Member Cohen on SPPOA Marketing Group Meeting and Formation of a Historic Waterfront District Ad Hoc Marketing Committee.

Action: Approve Committee.

After discussion, motion Cohen; 2nd Townsend, "The SPPOA Board of Directors hereby establishes an 'Ad Hoc Marketing Committee' and names Board Member Cohen as its Chair." Unanimously approved.

- E. Report on Insurance Renewal Quotes and Consideration of Reducing Umbrella Policy Limits

Action: Approve Renewal and Reduced Umbrella Policy Limit to \$5 Million

Interim Executive Director Duckworth reported on the insurance renewal quote he had obtained from Insurance West, the BID's current insurance brokers, for 2nd year insurance coverage; and, distributed a spreadsheet that compared the renewal cost with the 1st year's premium cost. The renewal cost was quite comparable to the 1st year cost; \$2,218 for renewal and \$2,159 for 1st year, excluding the umbrella coverage. With respect to umbrella coverage, the brokers are recommending that the coverage be reduced to \$5 Million as a prudent cost savings measure. Because the insurance needed to be renewed in August, when

the SPPOA was not scheduled to meet, President Eisenberg and Duckworth renewed it with Insurance West subject to the Board's ratification of that action. It was recommended that the SPPOA ratify the renewal and agree to reduce the umbrella limit to \$5 Million.

In addition, Duckworth reported that he was continuing to work with an insurance broker recommended by Board Member Johnson (Craig Dougherty) to question or validate the quality of the quote and coverage that the BID was receiving from Insurance West.

After discussion, motion Eisenberg; 2nd Cohen, "The SPPOA Board of Directors ratifies the action to renew the BID's insurance with Insurance West and to reduce its umbrella policy limit to \$5 Million." Unanimously approved.

- F. Report From Port of Los Angeles Regarding a Concept for a Passenger Shuttle Service

President Eisenberg ordered consideration of this item to a future meeting.

- G. BID Overview Report Presented by Board Member Camilla Townsend

Board Member Townsend distributed a copy of an overview of the Historic Waterfront BID presentation that she had prepared and presented to several merchant groups in San Pedro.

9. REPORT FROM ANDREWS INTERNATIONAL / BID SECURITY PATROL

- A. Dave McCall, San Pedro Security Services Director

Action: Receive and file the report.

Director of Security Dave McCall presented his "Security Update" and "August Highlights."

McCall reported on LAPD statistics that show that overall crime in the BID area has been reduced 33% since the BID Patrol has been operating and that this reduction exceeds that in other adjacent LAPD patrolled areas. The BID Patrol's efforts and the partnerships it has established are producing definitive improvements in the district.

After discussion, motion: Mathewson; 2nd: Wilson. "The SPPOA Board of Directors hereby receives and files the BID security report." Unanimously approved.

10. EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director Duckworth reported that President Eisenberg had appointed a Nominating Committee to begin the first annual SPPOA Board of Directors election process. The Nominating Committee would be sending a letter to all BID property owners soliciting interest in Board participation and this subject would be on the October SPPOA Agenda.

11. ITEMS FROM BOARD MEMBERS

Board Member Johnson requested that copies of all SPPOA Agenda materials be made available at the Board meetings for anyone attending. The Board agreed by consensus.

12. NEXT MEETING – October 2, 2009

13. ADJOURNMENT

10:00 AM

Motion: Johnson; 2nd: Wilson. "The SPPOA Board of Directors hereby adjourns." Unanimously approved at 10:15 AM.

**SAN PEDRO PROPERTY OWNERS ALLIANCE
BOARD OF DIRECTORS MEETING**

ATTENDANCE SIGN-IN SHEET

DATE: September 2, 2009

Meeting Location:
San Pedro City Hall
Room #452
638 S. Beacon Street
San Pedro, CA 90731

Eric Eisenberg, President EE

Jayne Wilson, Vice President / Secretary JW

Alan Johnson, Treasurer M

Anthony Bilas, Board Member _____

Lauren Cohen, Board Member LC

Robin Hinchliffe, Board Member _____

David Mathewson, Port of Los Angeles, Board Member DM

B. Bennett Schirmer, Board Member BS

Camilla Townsend, Board Member CT

Don Duckworth, Interim Executive Director DD

Guests:

Tel.

E-Mail

Page 2

E-Mail

[illegible]

[illegible]

**DOWNTOWN SAN PEDRO
BUSINESS IMPROVEMENT DISTRICT**

SPEAKER CARD

NAME Paula Bills
ADDRESS 715 W 26th Street
CITY San Pedro ZIP 90731
EMAIL paulabills@gmail.com Phone 310 691-9921
Agenda Item or
Subject 6th Street Business Owners
Upcoming Events
Meeting Date: Sept 2, 2009

**DOWNTOWN SAN PEDRO
BUSINESS IMPROVEMENT DISTRICT**

SPEAKER CARD

NAME GARY LARSON
ADDRESS 479 6th ST
CITY SP ZIP _____
EMAIL GARYLARSON@GMAIL.COM Phone _____
Agenda Item or
Subject BUDGET & MAINT.
Meeting Date: 9/2/09